

TITLE: Project Administrator
REPORTS TO: Partners, Project Managers
STATUS: Full-Time, Exempt



About Studio GWA

Studio GWA is home to urban planning, architecture, interior design, and development services professionals. We are a small office of eleven working in a studio-style environment: open, collaborative, and creative. Our main office is pretty hard to beat: We're above the Prairie Street Brewhouse, an historic mixed-use facility steps from downtown Rockford, Illinois, with an office deck overlooking the Rock River. Our secondary office is in downtown Monroe, Wisconsin with beautiful views of the historic City Square. Learn more about us at: <https://studiogwa.com/>.



Studio GWA is committed to building an inclusive, welcoming team. We are proud of the fact that half of our staff are women, including our Partners. The firm is a certified Woman-Owned Business Enterprise (WBE).

Summary + Overview

The Project Administrator supports the partners and project managers to succeed in their project delivery engagements. The Project Administrator participates in administrative, marketing, and budget/contract related billable tasks. Key aspects of this position include tracking the status of projects, assisting with communication related to projects, and business development in the form of marketing material production. Excellent verbal and written skills are a must along with an emphasis on detail-oriented execution and critical problem solving approaches.

This position is primarily based at Studio GWA's main office in Rockford, Illinois.

Position Responsibilities

Budget/Contracts

- Sets up projects in CORE (project and time keeping software), based on work plans developed in proposal and schedule.
- Supports the development of fee proposals
- Assists with the review of Contracts with Partner, and Project Manager
- Tracks project status in relation to budget and schedule
- Monitors execution and fulfillment of project contracts.
- Assists PMs in the administrative aspects of Construction Administration.
- Creates and manages standardized forms and processes to facilitate efficient operations of the firm.

Marketing/Business Development

- Organize/systemize project information and images for marketing purposes
- Participate in the development of brochure materials and presentations
- Assist with research on current RFQ opportunities and leads
- Maintain files of past SOQ submittals, presentation materials
- Assist in website maintenance, updating project information
- Maintain CRM and support business development processes and prospecting



Administrative

- Produce correspondence, notes, specifications, spreadsheets, and reports
- Set up and maintain project-specific filing system
- Log RFIs (Request for Information) during construction process, submittals, and job reports

Appreciated Skillset

- Knowledgeable about contracts and invoicing
- Able to quickly learn and utilize multiple technologies related to project management and financial management.
- Self-motivated and able to work independently
- Able to support the success of project managers in a positive, empowering manner
- Capable of managing multiple, complex schedules
- Open and honest communicator
- Able to consistently meet deadlines and manage diverse and complex tasks
- Familiarity with time entry software
- Familiarity with Adobe Creative Suite, especially InDesign and Illustrator

Work Environment + Physical Demands

This is a typical professional office environment that involves working with standard office equipment (e.g. computers, phones, photocopiers) and remaining sedentary for longer periods of time. Occasional field work and site will occur, and may include exposure to inclement weather.

Compensation + Benefits

Salary range is \$50,000-60,000 annually depending on experience. Studio GWA offers a competitive benefits package including:

- Medical, dental, vision, short-term disability, and life insurance;
- Two weeks of PTO annually and 9 office holidays;
- Two weeks of paid vacation for the first three years, and three weeks of vacation thereafter;
- Profit-sharing via a 401k retirement program.

Our standard work schedule is 7:30-5:30, M-Th with a half-day 7:30-11:30 on Fridays, year-round. We understand that life has many demands and are open to discussing schedule flexibility.

How to Apply

Email a cover letter and your resume to chelsea@charrettevg.com with "Studio GWA Project Administrator" in the subject line. The position will remain open until filled. No phone calls, please.

Studio GWA is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

